



## CONTRACTOR SAFETY BOOKLET

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### 1. Introduction

- 1.1 This guide booklet is issued to Contractors carrying out work for, or on behalf of, Belfry Group Limited. It provides a framework of contractors Health and Safety rules. As a Contractor you must comply with the relevant sections.
- 1.2 The booklet is aimed at our Contractors management & supervisory staff. You must bring these rules to the attention of all your relevant employees and other personnel under your control.
- 1.3 If you have any concerns or misunderstandings about these rules you must seek clarification from Belfry PRIOR to starting work.

**YOU are responsible for ensuring that personnel under your control understand and comply with the relevant Health and Safety rules.**

### 2. Legal Obligations

- 2.1 You must ensure that your employees and those personnel under your control comply with the legal duties and responsibilities imposed by the Health and Safety at Work etc Act 1974, & relevant statutory provisions.
- 2.2 These rules **do not** relieve you from your legal or contractual obligations.

### 3. General Obligations

- 3.1 You must ensure that any plant, vehicles, equipment, machinery, apparatus and materials brought onto or used are safe, without risk to health and maintained in a safe condition. Appropriate examinations and tests of plant, equipment etc. must be carried out and any reports and/or certificates should be made available for inspection by Belfry.
- 3.2 We [Belfry] retain the right to stop any operation or activity if it is considered that there is an unacceptable risk.
- 3.3 You and the personnel under your control must comply with instructions given by an authorised Belfry employee in respect of Health & Safety.

### 4. Health and Safety Policies

- 4.1 Before commencing work you must provide the following documentation to Belfry Group Ltd:-
  - A copy of your Health and Safety policy, including details of the organisation and arrangements for ensuring that the policy is implemented.
  - Copies of any written Health and Safety procedures applicable to the work to be undertaken
  - Risk / COSHH assessments and method statement (as appropriate)
  - Verification of the competence of those people undertaking the work.

### 5. Safety Plans

- 5.1 You must provide a suitable and sufficient safety plan for the works to be undertaken when this is appropriate [or requested].
- 5.2 This safety plan must clearly identify each activity to be undertaken, The foreseeable hazards [and risks] with the control measures that will be implemented to ensure that the works proceed safely. Specific risk assessments/method statements and written safe working procedures **MUST BE** contained within this safety plan.

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- 5.3 The safety plan must be submitted to the appropriate Belfry Manager for consideration and approval before commencement of the works.  
Any subsequent revision to the safety plan must be submitted to Belfry.

### **6. Planning and Design**

- 6.1 Where you are responsible for the planning and/or design of the works, you must ensure that all the relevant Health and Safety matters are taken into account during these stages of the work (CDM Regulations).  
Foreseeable hazards associated with the work, and activities that will be undertaken following completion of the work must be identified, with the appropriate measures to control the risks specified in writing.

### **7. Supervision**

- 7.1 You must ensure that competent personnel provide adequate supervision during the works and that all operations are subject to inspection and monitoring at appropriate and agreed intervals.

### **8. Accident Reporting**

- 8.1 You must copy reports of all accidents to Belfry, in addition to your Company arrangements for the statutory reporting of such events.

**NOTE: Any fatal or major injury or dangerous occurrence must be reported immediately to the Belfry Health & Safety Manager.**

### **9. First Aid**

- 9.1 You have the responsibility to ensure that compliance with all relevant requirements of the Health and Safety (First Aid) Regulations is observed
- 9.2 You should provide an adequate number of suitably trained first aid personnel or where appropriate, appointed persons.
- 9.3 You should provide an adequate supply of suitable first aid equipment.

### **10. Safety Committees**

- 10.1 You may be invited/requested to attend the Belfry 'health and safety consultation group' meeting (similar to a Health and safety committee).  
The purpose of the group is to 'promote Health and Safety awareness'
- 10.2 Safety performance and improvements are discussed in addition to some standard agenda items. The group consists of a cross section of the Belfry Group Ltd. business.

### **11. Risk Assessments**

- 11.1 You must undertake suitable and sufficient risk assessments.
- 11.2 These risk assessments must be in writing and will detail the foreseeable hazards, personnel affected, degree of risk and the precautionary measures to be taken to eliminate or effectively control the risks.
- 11.3 In the event that any such risk assessments are reviewed and subsequently revised, then the revised risk assessment will be brought to the attention of (and copied to) the appropriate Belfry Manager.

### **12. Method Statements**

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- 12.1 When required to do so by Belfry, or when identified as necessary as a result of risk assessment, you must develop and issue a comprehensive written method statement for safe working. The method statement will detail the sequence of works and identify the relevant precautionary measures required to ensure that the activity is conducted without risks.
- 12.2 The method statement will be provided to Belfry for consideration and approval prior to the commencement of the relevant works.  
All works MUST be conducted in accordance with the method statement.

### **13. Permit to Work Systems**

- 13.1 A permit to work system is a formally documented safety procedure designed to provide additional safeguards for a specified activity or place (e.g. hot work permit, Confined spaces, HV electrical work etc).
- 13.2 A permit system is a strictly controlled and systematic safety procedure. It must provide a clear written record that foreseeable hazards have been addressed and adequate control measures implemented.

#### **A Permit to Work system must include the following:**

- Only competent and 'authorised' persons issue permits to work
  - All relevant personnel UNDERSTAND the hazards and precautionary measures that are required.
  - The area or activity affected by the permit is clearly defined.
  - The period of time for which the permit is approved is clearly defined
  - The correct personal protective equipment is defined, provided & used
  - The permit is accepted by a suitably competent 'person in charge' of the work to be undertaken.
  - The permit is 'cancelled' when the activity to which it refers has been completed or the time limit imposed by the permit has been reached.
- 13.3 Belfry operates a Permit to Work system for specific operations.  
You will be required to strictly comply with this procedure.
- 13.4 You must ensure that all personnel under your control are provided with adequate information, instruction and supervision to ensure the effective implementation of any permit to work system in operation.

### **14. Health and Safety Training**

- 14.1 Health and Safety awareness is essential to safe working.  
Personnel under your control [including management and supervisors] must have been provided with adequate training to enable them to carry out the work in a safe manner.
- 14.2 Records of Health and Safety training [and competence in general] should be made available to Belfry for verification.

### **15. Induction**

- 15.1 You must ensure that a suitable and sufficient induction training programme is in place for delivery prior to the commencement of work, or as appropriate in the case of visitors.
- 15.2 You must maintain comprehensive records of personnel who have attended induction training.  
These details must be available for review by Belfry on request.

### **16. Toolbox Talks**

- 16.1 Belfry maintains a comprehensive database of toolbox talks.  
You may operate [or be required to operate] a programme of toolbox talks for the personnel under your control during the works.

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- 16.2 You must maintain detailed records of such talks, including the names of attendees, and the date delivered. These details must be available for review by Belfry on request

### **17. Health and Safety Inspections**

- 17.1 As we stated earlier you should monitor all activities under your control and conduct Health & Safety inspections at appropriate intervals.
- 17.2 A suitably competent person (a safety representative or advisor) should carry out your health and Safety inspections.  
A written report must be produced detailing the findings.
- 17.3 The inspection should identify any defects, hazards and unsafe working practices recommend remedial action and allocate such action to appropriate personnel, with timescales for completion.

### **18. Disciplinary Procedures**

- 18.1 You should have written disciplinary procedures for personnel under your control, who may contravene statutory, or Company Health and Safety requirements, which include Regulations, rules or procedures.
- 18.2 These procedures must be brought to the attention of all personnel under your control at the earliest possible opportunity.

### **19. Safety Supervisors**

- 19.1 You should have appointed a competent (experienced) person with the responsibility to oversee the safe conduct of the work operations.
- 19.2 You must advise us of the name of the Safety Supervisor and the name(s) of the competent person(s) appointed to give Health and Safety advice in accordance with the requirements of health and safety Regulations.

### **20 Demolition**

- 20.1 Before commencing any demolition or dismantling work, you must:
- Obtain written permission from Belfry
  - Prepare and submit to Belfry for consideration, a detailed written safety plan in accordance with the CDM regulations.
- 20.2 The safety plan must include [but not be limited too] the following detail:
- The competent person appointed to supervise the work
  - Those services, including electricity, water, gas or communications that may be effected by the demolition have been isolated and made safe.
  - Sufficient numbers of suitable warning notices and adequate barriers have been erected to restrict access to the areas affected.
  - The installing of adequate temporary supports, props, shoring, etc to eliminate accidental collapse.
  - Adequate control over the emission of dust/fume/smoke and debris.
  - Provision of safe access and working places for all personnel involved
  - The risk of injury to Contractors personnel or others, or damage to plant or equipment, is assessed and eliminated and all statutory safety requirements and prohibitions complied with.

### **21. Excavations**

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- 21.1 Before commencing any demolition or dismantling work, you must:
- Obtain written permission from Belfry
  - Prepare and submit to Belfry for consideration, a detailed written safety plan in accordance with the CDM regulations.
- 21.2 Prior to commencing any excavation you must ensure that the area of the excavation has been thoroughly surveyed to check for the presence of any underground services [electricity, gas, water, communications etc].
- 21.3 Where services are identified, ONLY hand excavation must be carried out until the identified services have been located and made safe.
- 21.4 Only suitable materials, properly designed, must be used to support the sides of the excavation.
- 21.5 Suitable rigid edge protection around excavations and openings must be provided. Sufficient warning lights, signs and barriers must be deployed.
- 21.6 You must ensure that all excavations and support systems are subject to thorough inspections by a competent [experienced] person.  
Excavations must not be entered where there is a risk of collapse.

### **22. Confined Spaces**

- 22.1 You must not permit personnel under your control to enter or commence work in any place defined as a confined space, a written safe system of work has been developed and agreed and a 'permit to work' issued

NOTE: A confined space may be a borehole, shaft, manhole, chamber, vessel, pipeline, tank, duct, sewer, pit or any other space in which the atmosphere may become hazardous and involve risks such as asphyxiation, explosion, fire, oxygen enrichment, dust and fumes.

- 22.2 You must provide personnel under your control with suitable atmospheric detection, protection and rescue equipment, adequate training to use such equipment properly, when conducting operations in confined spaces and when appropriate, suitable and sufficient supervision and safety back up.
- 22.3 You must maintain written records of all atmospheric tests carried out

### **23. Temporary Hoarding etc. Works**

- 23.1 A written safe system of work should be produced for the erection, installation, loading, unloading and dismantling of works including framework, falsework and excavation support systems.
- 23.2 The work must be approved by Belfry prior to commencement.

### **24. Work Over or Adjacent to Water**

- 24.1 Where you undertake work over or adjacent to water, adequate controls must be in place to eliminate the risk of personnel falling into the water, being swept away by currents, engulfed by inrush of water, or drowning.
- 24.2 Safeguards including, but not necessarily limited to, safety nets, lines, safety harnesses, life jackets, buoyancy aids and adequately equipped rescue boats MAY NEED TO BE PROVIDED.

### **25. Work at Height**

- 25.1 When providing working platforms (scaffold/trestles etc) you must ensure that they are erected, altered or dismantled by competent personnel.

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- 25.2 When you are involved in work which results in the potential for a person to fall through or from a floor, roof, working platform etc. you must erect adequate barriers, crawling boards etc. and suitable warning signs to prevent such a risks.
- 25.3 You must also ensure that any materials, tools or equipment stored or used at heights, are adequately secured to prevent them being dislodged, blown, and dropped or otherwise falling from the height.
- 25.4 Suitable fall arrest equipment must be provided for use by competent personnel where the risk of falls cannot be adequately controlled.
- 25.5 A Permit to work will be required for most work at height.

### **26. Scaffolds**

- 26.1 You must ensure that where scaffolding is provided it is erected, altered, dismantled and inspected only by experienced trained scaffold erectors.
- 26.2 You must make sure scaffold is inspected by a competent person at appropriate intervals [not exceeding seven days].
- 26.3 Results of these inspections must be kept available for inspection.
- 26.4 Any scaffolds, which may impede pedestrian, plant or vehicle access, must only be erected following appropriate authority from Belfry.
- 26.5 All scaffolds must be provided with suitable access. Where ladders are used they must be of adequate length and properly secured.
- 26.6 A permit to work will be required where scaffolds are to be erected / used near live electrical equipment, such as overhead lines, sub-stations, etc.
- 26.7 You must display suitable warning signs and notices on / near scaffolds under your control.
- 26.8 You must ensure that any platforms or scaffold is not overloaded.
- 26.9 Adequate temporary lighting must be fitted to the scaffold [especially where it is adjacent to roads and footpaths].

### **27. Ladders, Step Ladders, Trestles and Stagings.**

- 27.1 You must ensure that that any ladders, step-ladders, trestles, and/or lightweight staging used by personnel under your control are maintained in a safe condition and are fit for the purpose of their design.
- 27.2 Similarly to scaffold you must ensure that every ladder used by personnel under your control has a firm, level footing, is of adequate length, is securely fixed near it's upper (and lower) resting place, and is suitable in its construction for the nature of the work.
- 27.3 Ladders etc. must be subject to a formal inspection programme.
- 27.4 The inspections must be conducted by a competent person with sufficient knowledge and experience to identify defects that could occur.

### **28. Personnel Carriers**

- 28.1 Where a crane is used for raising or lowering personnel you must ensure that a suitable personnel carrier is provided. The crane, personnel carrier and all wire ropes and associated lifting equipment must be tested and examined. Test certificates & reports must be available for inspection

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- 28.2 Before using any personnel carrier you must ensure that the carrier and associated lifting equipment is suitable for the purpose, is securely fixed and the environment it will be used in is safe from risks.
- 28.3 All personnel who are required to ride in a personnel carrier will wear a suitable fall arrest harness and lanyard attached to the personnel carrier.
- 28.4 A permit to work will be required for operations in the vicinity of live electrical equipment, such as overhead lines, sub-stations, etc.

### **29. Mobile Elevating Work Platforms (MEWP's)**

- 29.1 All operators and users of MEWP's under your control must be provided with adequate training in accordance with manufacturer instructions and Health and Safety guidance.
- 29.2 You must make sure that MEWP's are inspected and examined, and that maintenance and servicing are carried out by a competent person at the appropriate intervals. The results must be recorded and available for inspection by Belfry.
- 29.3 The safe working load of the MEWP should be clearly marked on the platform and this must not be exceeded.
- 29.4 A permit to work will be required for operations in the vicinity of live electrical equipment, such as overhead lines, sub-stations, etc.
- 29.5 All personnel who are required to work aloft ride on any MEWP must wear a suitable fall arrest harness and lanyard attached to the MEWP cage.

### **30. Fall Arrest Equipment**

- 30.1 Where it is not practicable to provide a suitable working platform, and guard rails, for activities where there is a risk of injury from falling personnel under your control must be provided with suitable fall arrest equipment. The fall arrest equipment may include safety harnesses, lanyards, inertia reel blocks and running lines.
- 30.2 Any personnel issued with fall arrest equipment must have received adequate training to ensure they are competent to use the specific equipment, including the attachment points at the location it is required.
- 30.3 You must ensure that all such fall arrest equipment is properly maintained including inspections and examinations. The records of examinations must be available for inspection by Belfry

### **31. Company Plant, Equipment and Energy Sources**

- 31.1 In the interests of health and safety you must not use, or allow persons under your control to use or operate, any plant and /or equipment, or energy services such as gas, compressed air, electricity etc, provided at the location unless permission has been given by Belfry.
- 31.2 Where you use such services you have a responsibility to ensure that it is used properly and that any defects are promptly reported to Belfry.

### **32. Work Equipment and Construction Plant**

- 32.1 It is your responsibility to ensure that any work equipment [as defined in the relevant regulations] provided for use by personnel under your control, including any machinery, appliance, apparatus or tool satisfies the requirements of the relevant Regulation.

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- 32.2 You must ensure that before such equipment is used it is examined by a competent person to ascertain it is free from defects and it is safe for use.
- 32.3 You should also ensure that the 'equipment' is subject to a programme of regular inspection/examination and planned maintenance carried out by competent personnel. Records must be kept and available for inspection
- 32.4 Only competent personnel must use/operate equipment. Approved certificates of training [i.e. CITB] are required for some equipment

### **33. Cranes and Lifting Equipment**

- 33.1 You must ensure that any crane or lifting equipment [as defined in the lifting equipment and lifting operations regulations] under your control is only operated to comply with the regulations and relevant guidance.
- 33.2 Prior to the first use of any crane and/or lifting equipment, you must provide Belfry with copies of current 'in date' equipment certification.
- 33.3 You must ensure that only persons in possession of a valid Certificate of training, issued by an authorised body, operate such lifting equipment.
- 33.4 The operating areas (including travel routes) for cranes and lifting appliances must be clearly defined and agreed in advance with Belfry.
- 33.5 Potential hazards such as overhead power lines, 'structures', underground services, excavations, unstable ground, etc. must be identified following a thorough and documented survey and risk assessment copied to Belfry.
- 33.6 The Contractor will ensure that 'duty charts' are displayed on the crane or lifting appliance, as appropriate.
- 33.7 You must ensure that a sufficient number of trained banks men and slingers are appointed to enable the safe movement & lifting & lowering operations of the crane/lifting appliance used under your control.
- 33.8 A permit to work issued by Belfry will be required for most operations involving the use of a crane or similar lifting equipment.

### **34. Forklift Trucks/Telescopic Handlers**

- 34.1 You must only allow persons who are under your control to operate a forklift truck or telescopic handler if they are competent.  
Competence requirements can be satisfied by the issue of a Certificate of training issued by an authorised body [i.e. CITB or similar organisation]
- 34.2 You must ensure that all forklift trucks/telescopic handlers used under your control are properly maintained and serviced.
- 34.3 You must not permit a forklift truck or telescopic handler to be used as a working platform unless a suitable personnel cage is correctly attached.

### **35. Machinery Guarding**

- 35.1 You must ensure that personnel under your control do not remove, interfere or tamper with guards on any plant, equipment or machinery.

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35.2 In the interests of safety personnel under your control should check that all necessary guards are in position and any other safety devices e.g. emergency stops, limit switches, etc. are in working order.

### **36. Abrasive Wheels**

36.1 The only personnel that are permitted to mount an abrasive wheel are those that have been provided with adequate training and appointed in writing as authorised to do so.

36.2 When using abrasive wheels equipment ALL necessary signage and safety segregation hoarding must be in place & offer adequate protection.

36.2.1 Personnel under your control must be provided with suitable personal protective equipment, including eye and ear protection. The instructions in its use and maintenance must be communicated and understood.

### **37. Cartridge Operated Fixing Tools**

37.1 Where you intend to use cartridge operated fixing tools you must provide a written safe system of work for the use of such equipment

The written safe system of work will detail: -

- The names of the authorised users of the equipment
- The secure storage arrangements for tools and cartridges
- The control measures for issue and return of equipment
- The limitations on the type of work undertaken
- The safety precautions to be taken during use.
- The provision of suitable personal protective equipment, including eye and ear protection and instruction in its use and maintenance.

37.2 All personnel must be formally authorised to operate such tools and must have been adequately trained (i.e. HILTI) and appointed as competent.

### **38. Gas and Oxygen Equipment**

38.1 Where personnel under your control intend to use or use gas and oxygen equipment during the work you must ensure that the equipment complies with the relevant statutory provisions and appropriate British Standards.

38.2 Such equipment must be regularly inspected, leak tested and adequately maintained by a competent person.

38.3 A 'Permit to Work' issued by Belfry will be required for work involving the use of this type of equipment.

38.4 Cylinders containing gas or oxygen must be correctly stored and secured.

38.5 All gas cylinders must be shut off when not in use.

38.6 You must ensure that any oxygen or gas equipment, including hoses, is not allowed to obstruct roadways, walkways, manholes, ladders, or other means of access/egress, where damage or a trip hazard could occur

38.7 Any work in a confined space requires an additional 'Permit to Work'

### **39. Highly Flammable Liquids and Petroleum Gas [LPG]**

39.1 You must ensure that all highly flammable liquids and liquefied petroleum gasses under used under your control are stored and used in accordance with the current statutory provision and guidance.

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- 39.2 A 'Permit to Work' issued by Belfry will be required for work involving the use of this type of equipment.
- 39.3 You must ensure that all containers holding flammable liquids will have their lids replaced as soon as possible after use. Only minimum quantities of flammable liquids should be used at any time, with the bulk of the material kept in secure containers in an approved flammable store.
- 39.4 Empty containers will be removed from Site by the Contractor as soon as possible and arrangements made for their safe disposal.
- 39.5 You must display "No Smoking" and other appropriate warning signs, and provide an adequate number of suitable fire fighting appliances wherever flammable liquids are stored or used.

### **40. Electricity**

- 40.1 You must ensure that all work under your control is undertaken in accordance with the requirements of the Electricity at Work Regulations.
- 40.2 Installation, modification or repairs of any electrical equipment will only be carried out by a competent, qualified electrician and such work must comply with the requirements of the Electricity at Work Regulations, supporting guidance and where appropriate, the current edition of the Institute of Electrical Engineers Wiring Regulations (16<sup>th</sup> Edition).
- 40.3 Where you are required to work in the vicinity of any electrical equipment (including overhead and underground power cables), you will take all necessary precautions to avoid accidental contact with live conductors etc. NO live working is to take place.

**All equipment must be treated as "live" until such time as the appropriate isolation and testing confirms the equipment as dead.**

- 40.4 Electrical equipment owned or hired by you or otherwise under your control, must be subject to a programme of regular tests, inspections and examinations by a competent person at an appropriate frequency.
- 40.5 Power tools should, wherever practicable, use a power supply of 110V. This should be supplied from a centre tapped to earth transformer.  
Where other voltage equipment is used it must be from a protected supply  
(Protection such as residual current circuit breakers must be used)

### **41. Manual Handling**

- 41.1 You must ensure that operations are conducted in accordance with the requirements of the Manual Handling Regulations 1992.
- 41.2 So far as is reasonably practicable, you must ensure that personnel under your control avoid the need to undertake any manual handling operations which involve a risk of injury.
- 41.3 You must undertake a suitable and sufficient risk assessment of all such manual handling operations, and take appropriate steps to reduce the risk of injury to the lowest practicable level. Records must be provided to Belfry for inspection.
- 41.4 All personnel under your control who undertake manual handling operations must be provided with adequate information, instruction and training on the means to carry out the task safely.

### **42. Radiography etc.**

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42.1 Where you carry out radiography, ultrasonic or other non-destructive testing (NDT) for Belfry, you must comply with the requirements of relevant legislation, codes of practice and any specific procedures.

In particular, you must ensure that: -

- Where a statutory requirement exists, you must ensure that a Radiation Protection Adviser has been appointed, in writing who will be suitably qualified and experienced to provide advice on compliance with the relevant statutory provisions.
- All work involving ionising radiation is subject to comprehensive written local rules ensuring that the work is carried out in compliance with the statutory provisions, and that the rules are brought to the attention of the appropriate personnel.
- All Site radiography work is supervised by a Radiation Protection Supervisor. Contractor's Radiation Protection Supervisors must be appointed in writing and a copy of such appointments forwarded to the Belfry Site Manager
- Only classified workers are engaged in radiography work
- Radiography areas are clearly identified by the erection of suitable barriers warning notices and flashing lights
- Audible warnings (horns) will be sounded and warning lights illuminated, before a radioactive source is exposed
- All other Site personnel are clear of the affected area before radiography takes place
- Any incident that may result in over-exposure of personnel will be reported to the Belfry Site Manager immediately for investigation and notification to the relevant enforcing authorities where appropriate
- You have a written emergency procedure to be followed in the event of loss, damage or malfunction of an isotope or associated equipment. This procedure will be submitted to Belfry for consideration and comment before commencement of the work.

42.2 You must ensure that where personnel under your control who are not involved in radiography work, but who may be affected by such work, are provided sufficient information and instruction. You must ensure that any warning notices, alarms and barriers are in place and observed.

### **43. Personal Protective Equipment (PPE)**

43.1 You must ensure that all personnel under your control are provided with and use suitable PPE, as required by the relevant statutory provisions which will include:- The Personal Protective Equipment Regulations, Control of Substances Hazardous to Health Regulations, Construction (Design and Management) Regulations 2007, Noise at Work Regulations, Confined Spaces Regulations and other relevant legislation.

43.2 All PPE provided by must conform to British / European Standards.

43.3 You will be responsible for making arrangements for the maintenance, cleaning, replacement and storage of PPE, and for the provision of training, information and instruction on its use to your personnel.

43.4 You must ensure that specific Site rules on the use of PPE are observed by personnel under your control.

### **44. Control of Substances Hazardous to Health (COSHH)**

44.1 You must comply, in full, with the requirements of COSHH Regulations.

44.2 In particular, you must:-

- Conduct suitable and sufficient assessments on the use of substances hazardous to health, relevant to their operations
- Introduce and implement adequate control measures identified as a result of the foregoing assessments

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- Review, and maintain and where appropriate, test control measures
- Monitor exposure of personnel exposed to hazardous substances
- Ensure that a programme of health surveillance is implemented for personnel under your control, where appropriate
- Provide adequate information, instruction and training to personnel whose health may be exposed to risk from hazardous substances
- At appropriate intervals review your arrangements for controlling the risks to health arising from exposure to hazardous substances
- Ensure hazardous waste is safely disposed of.

44.3 You must provide the Belfry site Manager with details and copies of COSHH assessments for hazardous substances to be used by you.

### 45. **Noise**

45.1 You are responsible for ensuring that all relevant requirements of the Noise at Work Regulations are complied with as far as they apply to the operations and personnel under your control.

45.2 Where you bring plant or machinery onto the Site, you must ensure that noise levels generated by this are as low as reasonably practicable.

45.3 Where we consider the operations generate excessive noise levels, you must undertake noise level assessments or surveys and record the results. A copy of such reports will be provided to Belfry on request.

45.4 Where you anticipate that operations may generate excessive noise levels you must advise Belfry accordingly so that all reasonably practicable precautions can be taken to protect other persons who may be affected.

45.5 You must provide suitable ear protection to personnel under you control in accordance with the requirements of the Noise at Work Regulations and provide such personnel with adequate training and instruction on the use and maintenance of such equipment.

### 46. **Display Screen Equipment**

46.1 Where you install Display Screen Equipment on the site for use by personnel under your control, you must ensure that the requirements of the Health and Safety (Display Screen Equipment) Regulations are complied with. In particular, this will require you to:

- ensure that relevant display screen equipment is adequately assessed for compliance with the requirements of the Regulations
- develop written procedures to ensure that work station components, environment, tasks and software satisfy the statutory requirements
- provide adequate information and training for your personnel defined as display screen equipment users

### 47. **Housekeeping and Disposal of Waste**

47.1 In the interests of everybody's Health and Safety you must keep the work, storage and welfare areas tidy and not allow excess materials, debris, rubble, off cuts or other waste to accumulate or infringe safe access. Transport for all such waste etc. must be arranged by you for suitable disposal at a licensed disposal facility or transfer station.

47.2 It is your responsibility to identify, segregate and dispose of hazardous waste in accordance with the relevant statutory and Company health, safety and environmental requirements.

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- 47.3 Flammable or other hazardous waste must be safely stored during their use and at the end of each working shift.
- 46.4 Where flammable liquids are used the appropriate fire precautions must be in place and necessary training provided in its use.
- 48. Welfare**
- 48.1 You ensure that personnel under your control are provided with suitable and sufficient washing and toilet facilities and accommodation for taking refreshment and keeping clothing (including arrangements for wet clothing).  
Where such facilities and accommodation are provided by you, they must be maintained in a clean and serviceable condition.
- 48.2 We may consent to our own welfare facilities being shared with personnel under your control. HOWEVER this must be formally agreed.
- 49. Health and Safety Audits**
- 49.1 Belfry operates an in house audit system. This includes our contractors and suppliers.
- 49.2 You will be requested to co-operate with us during the audit process  
The audit process is a tool to help develop and enhance health and safety management techniques, action recommendations may be issued to you.
- 50. Fire Prevention and Emergency Procedures**
- 50.1 You must have a Fire Safety Plan for the work you are to undertake.  
A fire risk assessment must have been undertaken to develop this plan.
- 50.2 You must ensure that adequate fire prevention and precautions are taken whilst carrying out activities, especially when involved in hotwork e.g. burning, welding, grinding, etc- [a permit to work will be required].
- 50.3 Fire precautions provided by you must be subject to the required inspection and maintenance.
- 50.4 You must ensure that the personnel under your control are aware of and trained in the correct procedures to be followed in the event of fire, fire alarm or emergency evacuation and other emergency procedures. This will require them to know, for example, the location and correct use of:-
- Fire extinguishing equipment
  - Alarm call points
  - Alarm 'sound'
  - Emergency evacuation procedures
  - Emergency telephones
  - Escape routes and fire exits
  - Assembly points.
- 50.5 Procedures to be implemented in the event of bomb threat and/or similar threat from subversive groups must be developed and submitted to Belfry for approval prior to commencement of work.
- 50.6 Existing procedures for actions to be taken in the event of an emergency may have already been implemented by Belfry; it is your responsibility to ensure that you understand such procedures and the action you and personnel under your control are required to take.



## CONTRACTOR SAFETY BOOKLET

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### Confirmation of Acceptance of Contractors Safety Booklet

Please complete the following being an acknowledgement of having understood the information contained within this booklet and agreeing to abide by the rules and conditions applicable to the work that is to be undertaken by you or persons working for, or on behalf of, Belfry Group Limited.

**COMPANY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_